

Employee is hired December 1-15 to be paid on December 31st.

Employee is eligible for Health Insurance on the 1st of January; however premiums are paid ½ month in advance.

Enroll the employee in the appropriate health care with an effective date no later than Dec 15th – this will deduct half a month's premium owed by the employee and half a month's fringe from the employer.

State Sponsored Vision/Dental – Employee is eligible for coverage on the 1st of January; however premiums paid from checks received in January pay for the January coverage. Enroll the employee in the appropriate plans but make the coverage effective Dec. 16th but no later than Dec. 31st to come out of the check to be received on the 15th of January.

Basic Life/Optional Life – Employee is eligible at the time of employment for coverage; premiums received for that pay period pay for that period of coverage. A Miscellaneous deduction needs to be entered for the employee effective no later than Dec 15th – this will deduct the premium that will pay for coverage from the employee's start date through the 15th of December.

Retirement/LTD – Employee is eligible for retirement and LTD benefits from the hire date. Do a Misc. Deduction for the Retirement and do a Misc. Deduction for the LTD with an effective date no later than Dec. 15th.

Employee is hired December 16 - 31 of the month to be paid on the 15th of January.

Employee is eligible for Health Insurance on the 1st of January; however premiums are paid ½ month in advance.

Enroll the employee in their choice of the new year health care plan with an effective date no later than Dec 31st – this will deduct half a month's premium owed by the employee and half a month's fringe from the employer on the January 15th check for coverage of January 16-31. A one time deduction for the other half of the employee's share and a one time deduction for the other half of the employer's fringe need to be entered with an effective date Dec. 31st for a catch up of the January 1-15 premium. The employee will now have a full month's premium and fringe paid to MCHCP from this check for January coverage.

State Sponsored Vision/Dental – Employee is eligible for coverage on the 1st of January; however, premiums paid in January pay for January coverage. Enroll the employee in the appropriate plans but make the coverage effective the no later than Dec. 31st and the premiums coming out of the check on Jan. 15th and Jan. 31st will pay for January coverage.

Basic Life/Optional Life – Employee is eligible at the time of employment for coverage; premiums received for that pay period pay for that period of coverage. A Miscellaneous deduction needs to be entered for the employee effective no later than December 31st – this will deduct the premium that will pay for coverage from the employee's start date through the end of the month.

Retirement/LTD – Employee is eligible for retirement and LTD benefits from hire date. Do a Misc. Deduction for the Retirement and do a Misc. Deduction for the LTD with an effective date no later than Dec. 31st

Employee resigns December 1-15 to be paid on December 31st.

Employee is not eligible for Health Insurance on the 1st of January.

Prior to the Dec. 31st payroll run Expire the ENRL for the employee's health care with an effective date of Nov 30 – **NO** deduction will be taken on the Dec. 31st for January 1-15 coverage. This will prevent MCHCP from having to do a refund.

State Sponsored Vision/Dental – Employee is eligible for coverage for December. Expire the ENRL effective December 15th – the last half of the premium due for December will come from their December 31st check.

Basic Life/Optional Life – Employee is eligible for coverage through the 15th; premiums received for that pay period pay for that period of coverage. Expire the Miscellaneous Deduction on the 15th and the premium will come from the Dec 30th check.

Retirement/LTD – Employee is eligible for retirement and LTD benefits for all wages paid through the termination date. Expire both deductions effective Dec. 15th to ensure that the percentages are calculated for wages in that pay period..

Employee terminates December 16 - 31 of the month to be paid on the 15th of January.

Employee is not eligible for Health Insurance on the 1st of January.

If notified prior to the December 31st payroll run, expire the ENRL for the employee's health care with an effective date of Nov 30– **NO** deduction will be taken on the Dec. 31st check for January 1-15 coverage. This will prevent MCHCP from having to refund deduction taken for January 1-15 coverage. If notified after the Dec. 31st payroll run, expire the ENRL for the employee's health care with an effective of Dec 15th. **NO** deduction will be taken from the January 15th check for January 16-31 coverage. MCHCP will have to refund deductions received from the Dec. 31st payroll for January 1-15 Coverage.

State Sponsored Vision/Dental – Employee is eligible for coverage for December. Expire the ENRL effective December 15th – the last half of the premium due for December will come from their December 31st check. **NO** deduction will be taken from the January 15th check.

Basic Life/Optional Life – Employee is eligible for coverage through the 31st; premiums received for that pay period pay for that period of coverage. Expire the Miscellaneous Deduction on the 31st and the premium will come from the January 15th check.

Retirement/LTD – Employee is eligible for retirement and LTD benefits for all wages paid through the termination date. Expire both deductions effective Dec. 31st to ensure that the percentages are calculated for wages in that pay period..